



## Equality Diversity and Inclusion Policy

### 1. Introduction

1.1 This policy applies to Design Haus.

1. Design Haus acknowledges the impact that our business and its activities can have on the local and national economy, the environment, and the wellbeing of our employees. Design Haus is committed to delivering meaningful social value in the communities in which we operate.

1.3 Our Social Value Policy outlines our approach to enhancing social, economic, and environmental benefits for the communities we serve, ensuring our operations contribute positively to society.

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### 2. Responsibilities

2.1 Design Haus Board will ensure sufficient resources are allocated to implement this policy and our sustainability strategy.

2.2 Design Haus Sustainability & Quality Manager will develop, manage, and oversee the implementation of B&F's Sustainability Strategy, including social value ambitions, targets, action plans, and training.

2.3 Design Haus Sustainability & Quality Manager is supported by appointed Social Value Champions across Design Haus, who have delegated responsibilities for social value within their company, region, or department.

2.4 All employees are responsible for following this policy.

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### 3. Our Social Value Ambitions

3.1 This policy supports our Sustainability Strategy and Policy under the theme 'Our Society'.

Our Social Value ambitions are to:

- Deliver meaningful social value in the communities where we operate
- Encourage new entrants into the industry
- Invest in the development of our people
- Invest in the wellbeing of our people

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### 4. Our Social Value Targets

4.1 Social value targets will be set annually.

4.2 Social value activities will be monitored, measured, and progress against targets reported.

4.3 Targets are determined and agreed by Design Haus Sustainability & Quality Manager in consultation with Design Haus Board and Social Value Champions.

4.4 Targets include overall monetary social value generated, number and types of social value activities, and capturing impact data and feedback.

4.5 Design Haus' targets are communicated through the Sustainability Strategy.

4.6 Company, regional, and departmental targets are communicated to internal stakeholders via Social Value Champions and Quarterly Social Value Reports.

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## 5. Social Value Action Plans

5.1 Action plans will identify how targets will be achieved across companies, regions, or departments and may include:

- Apprenticeship weeks
- New jobs created
- Community, environmental, or charity volunteering hours
- Donations or fundraising for charities
- Continued professional development training and qualifications
- Health, safety, and wellbeing training
- Support for education and employability, such as work experience and mock interviews
- Social enterprise support
- Training of Mental Health First Aiders

5.2 Relevant Design Haus documents and procedures must be followed when creating or amending action plans, with targets entered into Design Haus' Thrive Portal.

5.3 Regional plans may be set to reflect local social value needs and opportunities.

5.4 All action plans must align with our sustainability and social value ambitions, focusing on meaningful community and environmental impact.

5.5 Project or site social value plans are developed by relevant teams in consultation with the Design Haus Sustainability & Quality Manager or Social Value Champions.

5.6 Project/site plans include client social value requirements and local area priorities where possible.

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## 6. Social Value Activities

**6.1 All social value activities must be planned with guidance from the Design Haus Sustainability & Quality Manager or Social Value Champions to align with strategy and ensure proper capture.**

**6.2 Volunteering during working hours requires Line Manager approval.**

**6.3 Volunteering days must comply with the Design Haus Employee Volunteering Policy.**

**6.4 All participants must follow health and safety procedures to protect themselves and others.**

**6.5 Activities must be reported to Social Value Champions or designated administrators for accurate recording and reporting.**

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## 7. Employee Development and Wellbeing

**7.1 Annual Performance Development Plans will set clear, achievable goals and training aligned with business objectives.**

**7.2 Annual Employee Engagement Surveys will collect data on satisfaction and wellbeing, helping identify improvements and track progress.**

**7.3 Refer also to the Design Haus Wellbeing Policy for additional information.**

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## 8. Monitoring, Measuring and Reporting Social Value

**8.1 We measure social value impacts quantitatively and qualitatively using recognised metrics and feedback.**

**8.2 Design Haus uses the Thrive Portal for measuring, monitoring, and reporting social value.**

**8.3 Thrive uses Impact Evaluation Standard (IES) metrics aligned with the UK Government Social Value Act and recognised monetary proxies.**

**8.4 Employees must submit social value activity details and evidence to Social Value Champions for recording.**

**8.5 Social Value Champions manage activity data entry in the Thrive platform for their areas.**

**8.6 Design Haus' Sustainability & Quality Manager produces regular progress reports.**

**8.7 Design Haus and company Social Value Reports are communicated internally quarterly.**

**8.8 External Social Value Reports are published at least annually via the Design Haus website and social media.**

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## 9. Training and Awareness

9.1 Training is provided to Social Value Champions, including Thrive portal use.

9.2 Employee awareness is raised through Social Value Awareness videos and guidance documents available via the Design Haus Hub Document Library.

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## 10. Related Policies, Procedures and Documents

- Sustainability Strategy
  - Sustainability Policy
  - Social Value Action Plans
  - Employee Volunteering Policy
  - Wellbeing Policy
  - Environmental Policy
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## 11. Communication of This Policy

11.1 This policy is available to all interested parties via the Design Haus website.

11.2 Employees can access the policy through the Design Haus Hub Document Library (intranet).

11.3 All directly employed staff are required to read and understand this policy.

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## 12. Review and Updating of This Policy

12.1 This policy is reviewed and updated annually, amended as needed to reflect changes in Design Haus, strategies, legislation, or stakeholder feedback.

12.2 Feedback, suggestions, or questions about this policy are welcome and can be directed to the Design Haus Sustainability & Quality Manager.

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